

BOARD POLICY	
SUBJECT	Chisman Creek and Wolf Trap Parks Usage Policy
POLICY NUMBER	BP94-03
ORIGINAL EFFECTIVE DATE	October 20, 1994 (R94-200)
REVISION DATE	July 16, 1997 (R97-165)
HISTORICAL REFERENCE	R94-200 (October 20, 1994); R95-214(R) (October 18, 1995); R96-186 (August 7, 1996)

Purpose: Due to the environmental issues associated with Chisman Creek and Wolf Trap Parks, a specific policy is established to ensure proper control of activities scheduled at these parks.

Procedure:

1. Chisman Creek and Wolf Trap Parks are to primarily be used for County and School sponsored activities. However, other groups may be allowed to use these parks if the planned activities are deemed by the County not to be detrimental to the facilities.

Requests for facility use will be prioritized as follows:

- a. County sponsored activities
 - b. School sponsored activities
 - c. Community group/association activities
 - d. Other activities
2. Authorizations for use by non County/School groups are dependent upon such groups satisfying the provisions of the Public Areas Ordinance (Chapter 17, York County Code) and upon the use being one that is consistent with the nature of and not otherwise detrimental to the facilities.
 3. Applications for use by non-County/School groups are to be made in writing by completing a County of York Facility Request Form.
 4. Requests for use should be submitted at least 14 working days in advance of the date that the facilities are to be used
 5. Groups that receive approval to use these facilities for purposes other than regular season or league play (i.e., tournaments, special events, etc.) shall pay the County to help defray the costs of providing these facilities in accordance with the following fee schedule:

Site Supervision and Cleanup ~~\$8 per group/hour~~ \$75 per day

Use of Ball Field Lights ~~\$8~~ \$10 per hour per field

BOARD POLICY	
SUBJECT	Dirt Street Improvement Program
POLICY NUMBER	BP94-05
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	
HISTORICAL REFERENCE	R94-173 (August 4, 1994); R94-200 (October 20, 1994)

Purpose: To establish the procedures for improving private unimproved roads (commonly referred to as "dirt streets") so that these roads may be included in the State Secondary Road System maintained by the Virginia Department of Transportation (VDOT).

Procedure:

1. The Board will establish a priority list (see attachedment) which will be used by the County Administrator for initiating action necessary to improve private unimproved roads to standards whereby they may be accepted into the State Secondary Road System. Additional roads may be added to the list by the County Administrator and subsequently prioritized by the Board of Supervisors.

The following steps will be followed in processing priorities for improvement of roads for inclusion into the State Secondary Road System for this program:

1. 2. Phase I - Assessment Confirmation of Interest.

a. County staff will notify all adjacent property owners via certified letter in writing that the subject road is high on the priority list established by the Board of Supervisors and is being considered for improvements. Property owners are asked if they are interested in having ~~this~~the road improved and included in the Secondary Road System. Property owners are also notified that they are expected to donate a donation of required easements and rights-of-way~~right-of-ways may be expected~~ for the project and are asked to communicate their interest in the project in writing within thirty days. The County Administrator or designee may grant an extension to the thirty-day response requirement if there are extenuating circumstances.

b. ~~County staff may use scheduled meetings to brief the property owners about the proposed project.~~

b. c. ~~If at least 75% of the property owners respond favorably within thirty days, the project progresses to Phase II. If all of property owners along the proposed project respond affirmatively, the project proceeds to phase II.~~

c. If all the property owners do not respond affirmatively, but at least 75% do respond affirmatively, the project is forwarded to the Board of Supervisors for direction.

d. If fewer than 75% of the property owners indicate an interest in participating in the program, the project is automatically moved to an inactive list and the Board is notified through written memorandum. If the project is placed on an inactive list, affected property owners are notified in writing that the project has been placed in an inactive status and that the project can be activated if 75% of the affected property owners initiate a request in writing to reactivate the project. If a project is placed on the inactive list, property owner(s) may also petition the Board of Supervisors and request that the project be reactivated and moved to the next phase of the program.

d. ~~If fewer than 75% of the property owners respond favorably, the project is automatically moved to an inactive list and the Board is notified through written memorandum. If the project is placed on an inactive list, affected property owners are notified in writing that the project has been placed in an inactive status and that it can only be activated if 75% of the affected property owners initiate a request in writing to reactivate the project.~~

2. 3. Phase II - Physical Surveying and Acquisition of right-of-ways and Easements:

a. ~~a. A preliminary physical survey is conducted to determine the approximate extent of rights-of-way and drainage easements that will be required to proceed with the project.~~

Procedures established by the County Attorney will be followed to secure permission to enter onto private property if necessary to conduct surveys. During this phase, the County, at the County's expense, will perform a survey to determine the extent of right-of-ways and easements that will be required to proceed with the project. After the survey is complete, County staff will prepare plats and deeds for acquisition of needed right-of-ways and easements.

b. The County will deliver to the appropriate property owners all documents required for the acquisition of needed right-of-ways and easements. Property owners are given notice that they have 90 days to return the executed documents to donate the necessary deeds and easements in order for the project to stay in an active status. Property owners are also notified that it is their responsibility to secure necessary releases from any mortgage of lien holders needed to give the County clear title to the right-of-ways and permanent easements. The County Administrator or his designee may grant an extension to the ninety-day response requirement if there are extenuating circumstances.

b. ~~Results of the preliminary survey shall be mailed to all property owners along with a questionnaire to see if the affected property owners desire to proceed with the project. Affected property owners are reminded that a donation of required easements and rights-of-way are expected for the project and property owners are asked to respond within thirty days.~~

c. c. If all affected property owners provide positive responses, sign all the documents to donate the needed right-of-ways and easements within 90 days, the project proceeds to Phase III. If all of the property owners provide the needed right-of-ways and easements except the non-participating property owners identified in Phase I and resolution to the acquisition requirement for the non-participating property owners was approved by the Board, the project also moves to Phase III.

d. d. If any affected property owners are unwilling to participate, the details shall be reported to the Board of Supervisors for further direction. However, if less than 75% of the affected property owners desire to participate, the project is automatically moved to an inactive list. If the project is placed on an inactive list, affected property owners are notified in writing that the project has been placed in an inactive status and that it can only be activated if 75% of the affected property owners initiate a request in writing to reactivate the project. If all of the property owners do not provide the needed right-of-ways and easements but at least 75% do provide needed right-of-ways and easements, details are forwarded to the Board of Supervisors for further direction.

e. If fewer than 75% of the affected property owners provide the needed right-of-ways the project is automatically moved to an inactive list and the Board is notified through written memorandum. If the project is placed on an inactive list, the affected property owners are notified in writing that the project has been placed in an inactive status and that it can be activated if 75% of the affected property owners initiate a request in writing to reactivate the project or if property owner(s) petition the Board of Supervisors and the Board reactivates the project.

f. Once all of the required documents needed to donate easements and right-of-ways are received from the property owners, the County will execute the documents and record them in the Circuit Court Clerk's Office. The project then proceeds to Phase III.

4. Phase III - Acquisition of Rights-of-Way:

a. ~~Plats and deeds are prepared and forwarded to the affected property owners. Affected property owners will have thirty days in which to execute the necessary documents to provide the required easements and rights-of-way. If documents are not received within thirty days, the Board of Supervisors are notified and requested to provide further direction.~~

b. ~~Once the required easements and rights-of-way are received, the project progresses to Phase IV.~~

5. Phase IV/III - Preparation of Construction Plans:

a. After easements and rights-of-way are secured from all affected property owners, County staff will proceed, subject to available funding, with the preparation of working drawings and construction easements as required by VDOT.

- b. After VDOT approval of plats and plans, the County staff will request VDOT to provide a cost estimate. Once County staff receives the cost estimate from VDOT, the project proceeds to Phase V.

3. ~~6.~~ Phase IV - Authorization of Construction:

County staff will prepare all documents necessary for the Board of Supervisors to consider approving the transfer of property, easements, and funding so that VDOT may proceed with the project with Board approval, the project then moves to Phase V.

4. ~~7.~~ Phase VI - Completion of Improvements:

VDOT schedules the road for improvements and accepts the road into the State Secondary Road System.

PROPOSED PRIORITIES UNIMPROVED PRIVATE STREETS

Proposed Priority	Street Name	Vicinity	Length	RAW Width	# Dwell- ings	Condi- tion	Estimated Cost	Cost/Benefi- t Score
1	George Emerson Lane	Tabb	300'	20'	7	7	15000	3.26
2	Kay Lane	Tabb	650'	26'	10	8	32500	2.46
3	Eisenhower Drive	Dandy	300'	15'	4	7	15000	1.86
4	Clark Lane	Seaford	600'	10'	5	10	30000	1.66
5	Gordon Lane	Tabb	300'	15'	3	8	15000	1.6
6	Muse Lane	Lakey	300'	50'	3	8	15000	1.6
7	Unnamed road off Fenton Mill Road	Skimino	900'	30'	7	10	45000	1.55
8	Dryden Lane	Tabb	500'	50'	5	7	25000	1.4
9	Rocky Road	Harris Grove	430'	12'	5	6	21500	1.39
10	Sandpiper Cove	Dare	700'	10'	6	8	35000	1.37
11	Coburn Court	Lakey	650'	16'	5	8	32500	1.23
12	Dandy View Lane	Dandy	420'	50'	5	5	21000	1.19
13	Barcanmore Lane	Dandy	650'	20'	4	9	32500	1.1
14	DeAlba Lane	Seaford	900'	30'	8	6	45000	1.06
15	Dusty Lane	Skimino	460'	50'	4	8	23000	1.04
16	Finch Lane	Seaford	600'	15'	3	10	30000	1
17	Hunters Lane	Dare	580'	15'	4	7	29000	0.96
18	Swain Lane	Tabb	500'	50'	3	8	25000	0.96
19	Hudson Drive	Bruton	1070'	40'	10	5	53500	0.93
20	Olde Pond Lane	Tabb	900'	25'	6	7	45000	0.93
21	Club Way	Seaford	650'	40'	5	6	32500	0.92
22	Austins Point	Dare	1100'	10'	7	7	55000	0.89
23	Ann's Court	Skimino	750'	50'	4	8	37500	0.85
24	Jefferson Lane	Grafton	1000'	12'	6	6	50000	0.72
25	Whites Lane	Seaford	1000'	30'	7	5	50000	0.7
26	Kirby Lane	Tabb	600'	20'	3	7	30000	0.7
27	Old House Point Circle	Dare	450'	40'	5	3	22500	0.66
28	Giles Lane	Lakey	900'	30'	3	10	45000	0.66
29	Scuttle Lane	Tabb	750'	40'	3	8	37500	0.64

Proposed Priority	Street Name	Vicinity	Length	RAA/ Width	# Dwell- ings	Condi- tion	Estimated Cost	Cost/Benefi- t Score
30	Chandler Lane	Lackey	570'	30'	3	6	28500	0.63
31	Dillard Lane	Tabb	575'	15'	3	6	28750	0.62
32	Spivey Lane	Seaford	800'	30'	3	8	40000	0.6
33	Calthrop Point	Tabb	1230'	15'	5	7	61500	0.6
34	Bunting Point Road	Tabb	1540'	10'	9	5	77000	0.58
35	Fox Lane	Seaford	700'	12'	5	4	35000	0.57
36	Cabot Drive	Lackey	250'	50'	7	4	12500	0.56
37	Melinda Lane	Tabb	2000'	25'	7	8	100000	0.56
38	Anchor Lane	Dare	1250'	30'	5	7	62500	0.56
39	Cheadle Point Road	Seaford	780'	20'	4	5	39000	0.51
40	Belvin Lane	Dandy	1200'	50'	3	7	60000	0.46
41	Montgomery Lane	Seaford	749'	20'	3	5	37450	0.4
42	Edith Lane	Dare	500'	30'	3	3	25000	0.36
43	Sangaree Twist	Grafton	580'	50'	5	2	29000	0.34
44	Ironmonger Lane	Seaford	250'	10'	4	4	12500	0.32
45	Laurel Acres	Waterview	1600'	20'	4	6	80000	0.3
46	Fishermans Cove	Dare	1600'	10'	4	6	80000	0.3
47	Phillips Lane	Tabb	1370'	10'	4	5	68500	0.29
48	Sycamore Lane	Lackey	350'	30'	5	1	17500	0.28
49	Smoots Lane	Seaford	2030'	30'	6	4	101500	0.27
50	Old Taylor Road	Bruton	5000'	30'	7	9	250000	0.25
51	Country Lane	Grafton	1600'	50'	5	4	80000	0.25
52	Hunter Lane	Bruton	750'	16'	4	2	37500	0.21
53	Dandy Haven Lane	Dandy	580'	30'	6	1	29500	0.2
54	Sandbox Lane	Dandy	520'	20'	5	1	26000	0.19
55	Glebe Spring Lane	Tabb	2000'	25'	3	6	100000	0.18

Dirt Street Improvement Program								
Active List								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost	Cost/Benefit Score
<u>1</u>	<u>Russell Lane</u>	<u>Bethel</u>	<u>1060'</u>	<u>20'</u>	<u>6</u>	<u>7</u>	<u>15000</u>	<u>2.8</u>
<u>2</u>	<u>Kay Lane</u>	<u>Tabb</u>	<u>650'</u>	<u>26'</u>	<u>10</u>	<u>8</u>	<u>32500</u>	<u>2.46</u>

Dirt Street Improvement Program								
Priority List of Potential Projects								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost	Cost/Benefit Score
<u>1</u>	<u>Eisenhower Drive</u>	<u>Dandy</u>	<u>300'</u>	<u>15'</u>	<u>4</u>	<u>7</u>	<u>15000</u>	<u>1.86</u>
<u>2</u>	<u>Clark Lane</u>	<u>Seaford</u>	<u>600'</u>	<u>10'</u>	<u>5</u>	<u>10</u>	<u>30000</u>	<u>1.66</u>
<u>3</u>	<u>Gordon Lane</u>	<u>Tabb</u>	<u>300'</u>	<u>15'</u>	<u>3</u>	<u>8</u>	<u>15000</u>	<u>1.6</u>
<u>4</u>	<u>Muse Lane</u>	<u>Lackey</u>	<u>300'</u>	<u>50'</u>	<u>3</u>	<u>8</u>	<u>15000</u>	<u>1.6</u>
<u>5</u>	<u>Unnamed road off Fenton Mill Road</u>	<u>Skimino</u>	<u>900'</u>	<u>30'</u>	<u>7</u>	<u>10</u>	<u>45000</u>	<u>1.55</u>
<u>6</u>	<u>Dryden Lane</u>	<u>Tabb</u>	<u>500'</u>	<u>50'</u>	<u>5</u>	<u>7</u>	<u>25000</u>	<u>1.4</u>
<u>7</u>	<u>Rocky Road</u>	<u>Harris Grove</u>	<u>430'</u>	<u>12'</u>	<u>5</u>	<u>6</u>	<u>21500</u>	<u>1.39</u>
<u>8</u>	<u>Sandpiper Cove</u>	<u>Dare</u>	<u>700'</u>	<u>10'</u>	<u>6</u>	<u>8</u>	<u>35000</u>	<u>1.37</u>
<u>9</u>	<u>Coburn Court</u>	<u>Lackey</u>	<u>650'</u>	<u>16'</u>	<u>5</u>	<u>8</u>	<u>32500</u>	<u>1.23</u>
<u>10</u>	<u>Dandy View Lane</u>	<u>Dandy</u>	<u>420'</u>	<u>50'</u>	<u>5</u>	<u>5</u>	<u>21000</u>	<u>1.19</u>
<u>11</u>	<u>Barcanmore Lane</u>	<u>Dandy</u>	<u>650'</u>	<u>20'</u>	<u>4</u>	<u>9</u>	<u>32500</u>	<u>1.1</u>
<u>12</u>	<u>DeAlba Lane</u>	<u>Seaford</u>	<u>900'</u>	<u>30'</u>	<u>8</u>	<u>6</u>	<u>45000</u>	<u>1.06</u>
<u>13</u>	<u>Dusty Lane</u>	<u>Skimino</u>	<u>460'</u>	<u>50'</u>	<u>4</u>	<u>8</u>	<u>23000</u>	<u>1.04</u>
<u>14</u>	<u>Finch Lane</u>	<u>Seaford</u>	<u>600'</u>	<u>15'</u>	<u>3</u>	<u>10</u>	<u>30000</u>	<u>1</u>
<u>15</u>	<u>Hunters Lane</u>	<u>Dare</u>	<u>580'</u>	<u>15'</u>	<u>4</u>	<u>7</u>	<u>29000</u>	<u>0.96</u>
<u>16</u>	<u>Swain Lane</u>	<u>Tabb</u>	<u>500'</u>	<u>50'</u>	<u>3</u>	<u>8</u>	<u>25000</u>	<u>0.96</u>
<u>17</u>	<u>Hudson Drive</u>	<u>Bruton</u>	<u>1070'</u>	<u>40'</u>	<u>10</u>	<u>5</u>	<u>53500</u>	<u>0.93</u>
<u>18</u>	<u>Olde Pond Lane</u>	<u>Tabb</u>	<u>900'</u>	<u>25'</u>	<u>6</u>	<u>7</u>	<u>45000</u>	<u>0.93</u>
<u>19</u>	<u>Club Way</u>	<u>Seaford</u>	<u>650'</u>	<u>40'</u>	<u>5</u>	<u>6</u>	<u>32500</u>	<u>0.92</u>
<u>20</u>	<u>Austins Point</u>	<u>Dare</u>	<u>1100'</u>	<u>10'</u>	<u>7</u>	<u>7</u>	<u>55000</u>	<u>0.89</u>
<u>21</u>	<u>Ann's Court</u>	<u>Skimino</u>	<u>750'</u>	<u>50'</u>	<u>4</u>	<u>8</u>	<u>37500</u>	<u>0.85</u>
<u>22</u>	<u>Jefferson Lane</u>	<u>Grafton</u>	<u>1000'</u>	<u>12'</u>	<u>6</u>	<u>6</u>	<u>50000</u>	<u>0.72</u>
<u>23</u>	<u>Whites Lane</u>	<u>Seaford</u>	<u>1000'</u>	<u>30'</u>	<u>7</u>	<u>5</u>	<u>50000</u>	<u>0.7</u>
<u>24</u>	<u>Kirby Lane</u>	<u>Tabb</u>	<u>600'</u>	<u>20'</u>	<u>3</u>	<u>7</u>	<u>30000</u>	<u>0.7</u>
<u>25</u>	<u>Old House Point Circle</u>	<u>Dare</u>	<u>450'</u>	<u>10'</u>	<u>5</u>	<u>3</u>	<u>22500</u>	<u>0.66</u>
<u>26</u>	<u>Giles Lane</u>	<u>Lackey</u>	<u>900'</u>	<u>30'</u>	<u>3</u>	<u>10</u>	<u>45000</u>	<u>0.66</u>
<u>27</u>	<u>Scuttle Lane</u>	<u>Tabb</u>	<u>750'</u>	<u>40'</u>	<u>3</u>	<u>8</u>	<u>37500</u>	<u>0.64</u>
<u>28</u>	<u>Chandler Lane</u>	<u>Lackey</u>	<u>570'</u>	<u>30'</u>	<u>3</u>	<u>6</u>	<u>28500</u>	<u>0.63</u>
<u>29</u>	<u>Dillard Lane</u>	<u>Tabb</u>	<u>575'</u>	<u>15'</u>	<u>3</u>	<u>6</u>	<u>28750</u>	<u>0.62</u>
<u>30</u>	<u>Spivey Lane</u>	<u>Seaford</u>	<u>800'</u>	<u>30'</u>	<u>3</u>	<u>8</u>	<u>40000</u>	<u>0.6</u>
<u>31</u>	<u>Calthrop Point</u>	<u>Tabb</u>	<u>1230'</u>	<u>15'</u>	<u>5</u>	<u>7</u>	<u>61500</u>	<u>0.6</u>
<u>32</u>	<u>Bunting Point Road</u>	<u>Tabb</u>	<u>1540'</u>	<u>10'</u>	<u>9</u>	<u>5</u>	<u>77000</u>	<u>0.58</u>
<u>33</u>	<u>Fox Lane</u>	<u>Seaford</u>	<u>700'</u>	<u>12'</u>	<u>5</u>	<u>4</u>	<u>35000</u>	<u>0.57</u>
<u>34</u>	<u>Cabot Drive</u>	<u>Lackey</u>	<u>250'</u>	<u>50'</u>	<u>7</u>	<u>1</u>	<u>12500</u>	<u>0.56</u>
<u>35</u>	<u>Melinda Lane</u>	<u>Tabb</u>	<u>2000'</u>	<u>25'</u>	<u>7</u>	<u>8</u>	<u>100000</u>	<u>0.56</u>
<u>36</u>	<u>Anchor Lane</u>	<u>Dare</u>	<u>1250'</u>	<u>30'</u>	<u>5</u>	<u>7</u>	<u>62500</u>	<u>0.56</u>
<u>37</u>	<u>Cheadle Point Road</u>	<u>Seaford</u>	<u>780'</u>	<u>20'</u>	<u>4</u>	<u>5</u>	<u>39000</u>	<u>0.51</u>
<u>38</u>	<u>Belvin Lane</u>	<u>Dandy</u>	<u>1200'</u>	<u>50'</u>	<u>3</u>	<u>7</u>	<u>60000</u>	<u>0.46</u>
<u>39</u>	<u>Montgomery Lane</u>	<u>Seaford</u>	<u>749'</u>	<u>20'</u>	<u>3</u>	<u>5</u>	<u>37450</u>	<u>0.4</u>

Dirt Street Improvement Program Priority List of Potential Projects								
Number	Street Name	Vicinity	Length	Current R/W Width	# Dwellings	Condition	Estimated Cost	Cost/Benefit Score
40	Edith Lane	Dare	500'	30'	3	3	25000	0.36
41	Sangaree Twist	Grafton	580'	50'	5	2	29000	0.34
42	Ironmonger Lane	Seaford	250'	10'	4	1	12500	0.32
43	Laurel Acres	Waterview	1600'	20'	4	6	80000	0.3
44	Fishermans Cove	Dare	1600'	10'	4	6	80000	0.3
45	Phillips Lane	Tabb	1370'	10'	4	5	68500	0.29
46	Sycamore Lane	Lackey	350'	30'	5	1	17500	0.28
47	Smoots Lane	Seaford	2030'	30'	6	4	101500	0.27
48	Old Taylor Road	Bruton	5000'	30'	7	9	250000	0.25
49	Country Lane	Grafton	1600'	50'	5	4	80000	0.25
50	Hunter Lane	Bruton	750'	16'	4	2	37500	0.21
51	Dandy Haven Lane	Dandy	590'	30'	6	1	29500	0.2
52	Sandbox Lane	Dandy	520'	20'	5	1	26000	0.19
53	Glebe Spring Lane	Tabb	2000'	25'	3	6	100000	0.18

Dirt Street Improvement Program Inactive List					
Number	Street Name	Vicinity	Length	Date Classified Inactive	Reason for Placement on Inactive List
1	Griffin Street	Cay's Chapel Rd.	550'	11/03/97	Owner wanted compensation for property to be used for easement.
2	George Emerson Lane	Tabb	300'	11/06/97	Less than 75% of residents agreed to the project.

Dirt Street Improvement Program Completed Projects (Since 1980)						
Number	Street Name	Vicinity	Length	# Dwellings	Actual Cost	Year Completed
1	Oak Street	Bethel off Rt. 17	845	14	10250	1980
2	West Woodland Drive	Breezy Point area	792	26	24350	1981
3	Beechwood Lane	Bethel/Shady Banks	1530	11	56935	1982
4	Dogwood Drive	Bethel/Shady Banks	845	8	21370	1982
5	Bayberry Lane (partial)	Bethel/Shady Banks	660	20	10514	1982
6	East Woodland Drive	Breezy Point area	1584	20	25021	1983
7	Dawson Drive Dawson Crescent Park Lane	Seaford Seaford Seaford	1901 1162 792	31 20 14	58650	1983
8	Oak Lane	Bethel/Shady Banks area	1109	5	14396	1984
9	Bayberry Lane (Remaining)	Bethel/Shady Banks area	660	20	10604	1984
10	Whites Road Second Street	Grafton Off of White Road	423 484	4 15	22000	1987
11	Pine Street (Privately Funded)	Bethel off Rt. 17	423	14	0	1987
12	Trinity Drive (Privately Funded)	Bethel off Rt. 17	845	8	0	1987
13	Red Dirt Road	Bruton area	1215	9	29996	1990

Dirt Street Improvement Program Completed Projects (Since 1980)						
<u>Number</u>	<u>Street Name</u>	<u>Vicinity</u>	<u>Length</u>	<u># Dwellings</u>	<u>Actual Cost</u>	<u>Year Completed</u>
<u>14</u>	<u>Kentucky Avenue</u> <u>Maple Road</u>	<u>Kentucky Farms Airport</u> <u>area</u> <u>Lackey area</u>	<u>158</u> <u>2905</u>	<u>11</u> <u>25</u>	<u>26667</u>	<u>1990</u>

BOARD POLICY	
SUBJECT	Recreational Fees and Charges
POLICY NUMBER	BP94-08
ORIGINAL EFFECTIVE DATE	October 20, 1994 (R94-200)
REVISION DATE	October 7, 1998 (R98-183)
HISTORICAL REFERENCE	R92-152 (October 1, 1992); R94-177 (August 4, 1994); R94-200 (October 20, 1994); R96-186 (August 7, 1996); R97-165 (July 16, 1997)

Purpose: To assess fees and charges for parks and recreational services.

Procedure:

1. Fees and charges will be reviewed and, if necessary, revised on an annual basis.
2. Fees for the fall/spring youth soccer leagues, the youth basketball league, and the "Summer Fun" and "Special Recreation Camp" programs will be waived for any child whose family income falls within the Federal Food Stamp eligibility limits applicable to York County. Proof of such eligibility is required at the time of registration. Fees shall not be waived for any self-supporting/contractual programs such as sports camps, instructional classes, senior citizen trips, or the like.
3. In addition, recreation program and facility fees will be waived under the following circumstances:
 - a. when services are provided pursuant to agreements between public agencies that stipulate that fees are to be waived for said services;
 - b. when fee waivers for employees have been designated a benefit of County employment; or
 - c. other circumstances approved by the County Administrator.
4. Deposits for facility use can be waived for County employees or under other circumstances as approved by the Parks and Recreation Manager or a designee.
5. York County requires monetary deposits for the use of selected facilities and the allowance of certain privileges. These deposits are 100% refundable if conditions for facility use outlined by the County are satisfactorily met.
 - a. **Key Deposit.** Selected facilities that have restricted or controlled access require a deposit to obtain a key. The deposit is assessed to encourage responsibility for the key and the facility while in the patron's possession and return of the key when use of the facility is completed.
 - b. **Reservation Deposit.** The purpose of this deposit is to encourage facility users to be committed to their reservation date and to be responsible in the use of the facility.
 - c. **Refunds for Deposits.** The County may refuse to authorize a refund for any key and/or reservation deposit under the following conditions:
 - 1) the key is lost,
 - 2) the facility user fails to properly clean up the facility after use; or
 - 3) the facility incurred unnecessary damage as a result of said use.
6. The user of any facility will be charged to cover the cost of excessive cleanup and/or damage repair necessitated by their use.

7. The type and amount of deposits charged for certain facilities are:

FACILITY	KEY DEPOSIT	RESERVATION DEPOSIT
Charles E. Brown Park Restroom Facility	\$75	N/A
New Quarter Park	\$75	\$25
School Sites (Ball Field Lights/Field Gates)	\$75	N/A

8. Fees and Charges. The following fees are hereby established:

a. Adult Basketball and Softball	\$360 per team
b. Adult Volleyball	\$160 per team
c. Youth Team Sports	\$25 <u>\$30</u> for the first child; \$20 <u>\$25</u> for each additional child
d. Instructional Programs	Fees shall be set so as to pay all direct costs
e. Contractual Classes and Sports Camp	Fees shall be set so as to pay all direct costs plus \$10 per participant
f. Special Recreation Camp Summer Fun Program	\$50 <u>\$60</u> per participant \$50 <u>\$60</u> per participant – lower County sites \$60 <u>\$75</u> per participant – upper County sites
g. Senior Citizens' Trips	Fees shall be set so as to pay all direct costs
h. Senior Citizens' Activities	Fees shall be set so as to pay all direct costs
i. Tennis Leagues	\$3 per match for daytime league \$4.25 per match for evening league
j. Tennis Court Rental	\$2/hr before 5:00 p.m. at Back Creek Park \$4/hr after 5:00 p.m.
k. Tennis Tournaments	\$16 per Adult Singles Entry \$20 per Adult Doubles Team Entry \$8 per Junior Singles Entry \$8 per Junior Doubles Team Entry
l. Concession Items	Fees shall be set so as to pay all direct costs
m. Roller Skating	\$3 <u>\$4</u> per participant per regular session; group activities; special events and birthday party prices shall, at a minimum, be set so as to pay all direct costs
n. Open Gym and Summer Teen Evening Programs	General Admission for <u>York County</u> residents is free. <u>Non-residents</u> will be charged a fee of \$2. However, fees

	charged for special programs/activities shall be set so as to pay all direct costs.
o. Teen Trips	Fees shall be set so as to pay all direct costs
p. Special Events/Programs	Fees shall be set so as to pay all direct costs
q. Mobile Stage Rental	\$300 - York County Non-Profit Organizations \$400 - York County Commercial Organizations \$400 - Non-Profit Organizations Outside York County \$600 - Commercial Organizations Outside York County
<u>p. Yorktown Pier Docking Fee</u>	<u>\$1 per foot per twenty-four (24) hours or portion thereof; an additional 24-hour fee shall be charged after a 12-hour grace period to accommodate weather and tidal conditions</u>

BOARD POLICIES	
SUBJECT	Vehicle Fleet Management
POLICY NUMBER	BP94-10
ORIGINAL EFFECTIVE DATE	October 20, 1994
REVISION DATE	October 18, 1995
HISTORICAL REFERENCE	R89-301 (December 28, 1989); R94-200 (October 20, 1994) ; R95-214(R) (October 18, 1995)

Purpose: To outline vehicular fleet management policies which shall apply to the purchase, assignment, maintenance, replacement, and disposal of vehicles for all County Departments, Constitutional Offices, and other user agencies. The provisions of this policy shall apply to all users of County vehicles unless otherwise provided by the Board of Supervisors.

Procedure:

1. Allocation and Assignment of County Vehicles.
 - a. Allocation of County vehicles to Departments/Agencies: The number of vehicles allocated to Departments/Agencies shall be limited to the quantities shown on the "Vehicle Allocation List" (Attachment) as approved by the County Administrator from time to time. The Director of General Services is authorized to approve a temporary vehicle allocation for a period not to exceed 90 days.
 - b. Vehicle Assignments: The Director of General Services shall assign and reassign from time-to-time County-owned vehicles to various Departments/Agencies (provided the assignments do not exceed the limitations established through the Vehicle Allocation List).
2. Acquisition and Disposal of County Vehicles.
 - a. Purchase of County Vehicles: All vehicles shall be purchased in accordance with current County purchasing policies and procedures.

If the County Administrator authorizes additional vehicles and amends the Vehicle Allocation List, the respective Department/Agency shall be charged the initial cost for purchasing said vehicles. Replacement costs for all vehicles shall be funded through the Transportation Fund unless a vehicle has been designated by the County Administrator as a "Direct Charge" vehicle. Replacement of "Direct Charge" vehicles shall be funded through the respective Department or Agency budget. All vehicle acquisitions must be approved by the County Administrator regardless of funding source and reflected on the Vehicle Allocation List before such vehicles may be insured, titled, or maintained by the County. Vehicles will not be added to the fleet merely because they are available through some special program. The need for the vehicle must first be demonstrated. The replacement cost of radios and special emergency equipment such as light bars and sirens will not be funded through the Transportation Fund, and will be treated as "Direct Charge" items.

The Director of General Services is authorized to sign paperwork to take title of vehicles and to obtain licenses for vehicles. The Department of General Services shall be responsible for providing and forwarding titles and other information for insurance purposes to the Department of Financial and Management Services. The Department of Financial and Management Services shall keep a current inventory of vehicles and retain original

titles for said vehicles. The Department of Financial and Management Services shall forward titles to the Manager of Vehicle and Equipment Maintenance if a vehicle is to be disposed of in accordance with the County's Purchasing Policy.

3. Specifications for County Vehicles: Requests (including specifications) for the purchase of additional or replacement vehicles shall be coordinated with the Director of General Services prior to being processed and shall be submitted to Purchasing along with a completed request form supplied by the Department of General Services. Requests shall comply with the following general criteria:
 - a. Compact and mid-sized vehicles shall be specified whenever they can accomplish the mission for which they will be utilized. Full-sized vehicles are to be purchased only when justification shows that compact and mid-sized vehicles are not best suited for the intended mission.
 - b. Automatic transmissions shall be specified for automobiles and light trucks. Manual transmissions may be specified only when an automatic transmission is not suitable for a particular application.
 - c. Requests for four-wheel drive vehicles will not be approved unless a compelling need can be demonstrated.
 - d. Specifications for fire and rescue apparatus, special vehicles or special equipment to be installed on vehicles (such as utility beds, dump bodies, cranes, etc.) shall be prepared by the user department and coordinated with the Director of General Services. Specifications, purchase, installation and maintenance of radios and special emergency equipment packages will be coordinated through the Fire and Life Safety Communications Manager.
4. Disposal of County Vehicles: At such time as a vehicle has been deemed by the Director of General Services to have outlived its economical or useful life, or has become obsolete and an alternative vehicle has been made available, it shall be disposed of at a public auction, or through other methods permissible under County policy. The Director of General Services is authorized to assign titles necessary to transfer titles for County vehicles when they are scheduled for disposal through sale or trade.
5. Vehicle User Fees: Departments, Agencies, and Constitutional Officers using County vehicles will be billed for the cost of vehicle operation as established by the Department of General Services in coordination with the Department of Financial and Management Services in amounts sufficient to cover the costs of maintenance, insurance, replacement, and operation. The Director of General Services shall be responsible for establishing user fees. The Director of General Services shall provide user fee estimates and planning data to Departments and Agencies for budget development. The Director of Financial and Management Services shall coordinate departmental assessments and the accounting for user fees.
6. Identification/Marking of County Vehicles: County vehicles shall be uniformly identified/marked by the Department of General Services as follows:
 - a. A County Seal or other decal approved by the County Administrator shall be placed on the front doors of each vehicle by Vehicle Maintenance.
 - b. A vehicle unit identification number shall be placed on each vehicle by Vehicle Maintenance. Numbers will usually be affixed to the rear bumper on the passenger's side.
 - c. Vehicles that have been designated by the County Administrator as "unmarked cars" are exempt from provisions of this section. A list of "unmarked cars" shall be provided the County Administrator at the beginning of the fiscal year for approval and updated as changes occur.

d. Bumper stickers, signs, or markings other than for identification purposes as previously noted, shall not be approved for display on vehicles titled to York County.

7. Maintenance and Repair of County Vehicles: County vehicles shall be taken to the County Garage for maintenance and repairs unless other arrangements have been approved by the Director of General Services. If maintenance and repair work is beyond the capability of the County Garage or if the work cannot be performed in a timely manner, then the Director of General Services is authorized to contract said work in accordance with established purchasing policies and procedures.

The Director of General Services shall develop and administer a programmed maintenance plan for all County vehicles which establishes levels of programmed maintenance, establishes frequency and schedules for programmed maintenance, establishes maintenance/repair criteria, and establishes cost accounting and reporting procedures.

8. Grievance: Any Department or Agency aggrieved by a decision of the Director of General Services shall immediately set up a conference between the County Administrator, Director of General Services, and the aggrieved party to resolve the matter.
9. Insurance: The Department of Financial and Management Services shall be responsible for maintaining adequate insurance coverage for all County vehicles.

Attachment: Vehicle Allocation List

BOARD POLICY	
SUBJECT	Citizen News Advertising
POLICY NUMBER	BP96-15
ORIGINAL EFFECTIVE DATE	June 19, 1996
REVISION DATE	
HISTORICAL REFERENCE	

Purpose: To provide for commercial advertising in the Citizen News.

Procedure:

1. The County of York advertising policy for all County publications limits paid advertising to consumer goods and services and expressly prohibits all political, religious, sexually oriented or advocacy advertisements. Appropriate advertising is accepted on a first-come, first-served basis.
2. No more than a total of 4.5 ~~3~~ pages in the Citizen News (12 page publication) of advertising will be sold in any single issue, with placement at the discretion of the editor.
3. All advertising should be paid for at the time the ad is submitted. There is no billing for ads under \$200. For advertising commitments over \$200, half is to be paid at the time the contract is executed, with the balance due 30 days thereafter. Checks should be made out to "~~Arlene D. Pollard~~ Deborah Robinson, Treasurer."
4. All advertising revenues will be used to offset the cost of printing and producing publications, and will become a part of the revenues of the Public Information Office/~~Community Relations & Service Improvement (CRSI)~~ budget.
5. The County reserves the right to change publication dates with 30 days notice to advertisers.

Charges: This policy establishes charges for commercial advertising as shown on the attachment.

Citizen News

Citizen News has been providing citizens of York County with information about their local government since 1981. Today, 25,000 are printed with approximately 22,000 mailed directly to households in the County. A portion of the remaining 3,000 are included in packages given to new or prospective residents. Citizen News is published four times annually - Fall (August), Winter (December), Spring (March ~~February~~) and Summer (May).

Advertising Rates

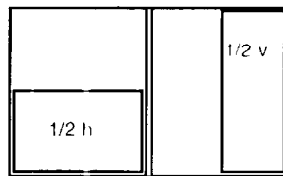
Full Page	4000.00 500.00
Half Page	525.00 250.00
1/4 Page	250.00 110.00
1/8 Page	130.00 70.00
1/16 Page	70.00 35.00

Add 10% for guaranteed position. ~~15% discount on rates for government agencies.~~ **Extra charge for color advertisement.**

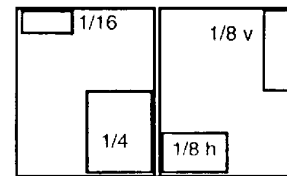
Dimensions



Full Page
10 x 12 1/4



1/2 Page v: 4 3/4 x 12 1/4
h: 10 x 5 3/4



1/4 Page 1/8 Page
4 3/4 x 5 3/4 h: 4 3/4 x 2 3/4
v: 2 1/4 x 5 3/4
1/16 Page
2 1/4 x 1 1/2

Drawings, artwork and copy for reproduction are accepted at advertiser's risk and should be clearly marked if return is desired.

DEADLINE: ~~15th of month preceding publication.~~ 1st of month preceding publication.

County of York

Public Information Office 224 Ballard St.
(757) 890-33010

Yorktown, VA 23690

BOARD POLICY	
SUBJECT	Use of New Quarter Park
POLICY NUMBER	BP00-17
ORIGINAL EFFECTIVE DATE	
REVISION DATE	
HISTORICAL REFERENCE	

Purpose: This policy governs the terms and conditions for group reservations of New Quarter Park.

Procedure:

1. Statement of Policy and Objectives:

New Quarter Park is made available for group reservations on a first-come, first-served basis. Groups of twenty or more people are eligible for consideration. The person making application for a reservation shall be at least 21 years old. The Parks and Recreation Manager may issue additional regulations and guidelines applicable to use of this facility when deemed appropriate and necessary because of the physical features of the site, type of event and other special circumstances.

2. Costs:

Groups of 20 to 50 people that have a York County resident make application for a reservation will not be charged a fee to use the park. Proof of residency is required. A \$25 reservation deposit to reserve the group's requested date and a \$75 key deposit to checkout a key for the park will apply. These deposits will be refunded if the conditions stated in Section 4 of this Policy are met.

Groups of 20 to 50 people that do not have a York County resident make application for a reservation will be charged \$50 per day to reserve the park. The \$50 fee is due and payable upon the approval of a reservation for the park. In addition, a \$75 refundable key deposit will be required when a key is checked out to the group for the park. Compliance with the conditions stated in Section 4 of this Policy will be necessary in order for the key deposit to be refunded.

For groups over 50 people, a \$78 minimum fee to cover the cost of providing security for a 6-hour period is due and payable upon approval of a reservation for the park. An additional \$13 per hour will be charged for each hour of use after the initial 6-hour period and is due and payable seven days prior to the reserved date.

For groups of 300 or more, additional fees will apply to cover the cost of providing portable restroom facilities, additional trash dumpsters, a second security officer and other services deemed necessary by the County because of the type of event and/or size of the group. The Parks and Recreation Manager will determine what additional fees will apply on a case by case basis.

Refunds on park usage fees and reservation deposits will not be given for cancellations requested less than 14 days before the reserved date. Park usage fees will not be refunded for inclement weather.

3. Reservation Procedures:

All requests for use of New Quarter Park must be made in writing on a County of York Facility Request Form. Requests for reservations must be made a minimum of 14 days in advance and will not be

accepted more than 6 months in advance. All reservations are handled through the York County Parks and Recreation Office, 100 County Drive, Yorktown, Virginia, 23692. Office hours are Monday through Friday, 8:15 a.m. to 5:00 p.m. (Mailing address: P. O. Box 532, Yorktown, Virginia, 23690).

York County retains the right to cancel or reschedule reservations when deemed necessary. If this situation occurs, as much notice as possible will be given to groups that have reserved the park.

In the event that significant changes occur with an event that has been approved for use of the park, immediate notice must be given to Parks and Recreation. Examples of significant changes include, but are not necessarily limited to the following: the times of park usage; larger or smaller attendance estimates than what is presented on the Facility Request Form; the nature of the event; or type of equipment that is needed for the event.

4. Reservation and Key Deposits:

A \$25 reservation deposit will be required only for groups of 20 to 50 people that have a York County resident make application to reserve the park. This deposit will not be refunded if the reservation is canceled less than 14 days before the reserved date.

A key to the park is available for checkout to groups needing access to the park for set-up purposes. A \$75 refundable deposit is required to checkout a key. Keys will typically not be issued earlier than one week before an approved activity is scheduled to be held. However, the Parks and Recreation Manager may approve exceptions to this regulation depending on the nature of the event and/or situation. Keys must be returned within one week after the date of the event. Refunding the \$75 deposit will take approximately 2 to 3 weeks.

Refunds will not be given if the key is lost and, depending on the circumstances, the Parks and Recreation Manager may assess additional charges if the park is vandalized as a result of the lost key or needs to be re-keyed.

Keys can be checked out from the York County Parks and Recreation Office, 100 County Drive, Yorktown or by making prior arrangements with Parks and Recreation to checkout the key in the Williamsburg area at the Griffin-Yeates Center, 1490 Government Road, Williamsburg.

5. Park Regulations:

In general, all rules and regulations established in **Chapter 17 of the Code of the County of York** (also referred to as the **Public Areas Ordinance**) apply. In addition, the following regulations shall apply:

- a. Overnight primitive camping is restricted to groups no larger than 50 people. The maximum length of stay is limited to 2 consecutive nights. Exceptions to the limitations on the size of the group may be made by application for a special permit for historical reenactments that provide educational exhibits or programming and which are open to the general public.
- b. Dogs must be on a leash at all times. Owners must properly dispose of feces from their dog.
- c. All fires must be contained in the campfire circle and/or large cooking grills near the picnic pavilion. Fires must not be left unattended and shall be completely extinguished before leaving the park. Water must be brought to all fire sites for safety purposes. Buckets are available at the park for such purposes.
- d. The use of gasoline to ignite any fire is prohibited.
- e. Firewood collected from the park for use for an event at the park is restricted to gathering dead material on the ground. Cutting trees or tree limbs is prohibited.
- f. Swimming is prohibited.
- g. Individuals must possess a valid Virginia fishing license in order to fish.
- h. Individuals initiating boating, canoeing and/or kayaking activities from the park shall wear lifejackets.
- i. The possession and/or consumption of alcoholic beverages and controlled substances are prohibited.

- j. Parking vehicles on the softball field and along the sides of the road is prohibited.
- k. Golfing, horseback riding, flying radio or wire-controlled airplanes and the use of metal detectors are prohibited.
- l. Groups desiring to sponsor public events and charge admission to the park must obtain prior permission to do so from the Parks and Recreation Manager.
- m. Groups are responsible for disposing of litter, emptying trash from the trash cans into the dumpster provided on-site, and replacing can liners. The County provides liners for this purpose.
- n. Groups can restrict vehicular access to the Park during their event by locking the entrance gate. Pedestrian and bicycle access to the park shall be permitted at all times. However, groups do have the right to exclusive use of the picnic facilities and park areas they are using for their event.

Additional rules and regulations may be issued by the Parks and Recreation Manager as deemed necessary by the nature of the event. Failure of any group to abide with the conditions of use for the park may result in denial of approval for future requests.